



Guidance for Applicants

- 1. In order for projects to be considered for financial support from the Trust, projects must:**
 - a. Be relevant**
 - i. To UK forestry in the broadest sense
 - ii. To wider UK research priorities
 - b. Have clear**
 - i. Objectives/ research questions
 - ii. Methods
 - iii. Expected outcomes
 - iv. Timeframes
 - c. Have additional funding (from other sources) identified (all funding must be in place within 3 months of SFT's approval)**
 - d. Be cognisant of SFT's priorities of Futureproofing Forestry (Refer to our 10-year Development Strategy for priority areas)**
- 2. The Trust will not normally support**
 - a. Projects that have already started
 - b. Projects that are the statutory responsibility of other organisations
 - c. General appeals
- 3. Ineligible Project Costs, include:**
 - a. Major Capital costs
 - b. Working Capital Costs
 - c. Equipment Hire Costs
 - d. Overheads
 - e. Uplifts in costs due to inflation during the project. Applicants are advised to ensure adequate consideration of inflation or other anticipated uplifts are budgeted for.
- 4. Intervention Rates/ Payment**

Assistance from SFT will not normally exceed 30% of eligible project costs and will not normally provide more than £20,000 in any one year to a given project. There may be exceptions to this general position if the project is particularly significant in impact terms and the Trustees will take a flexible approach where it is appropriate to do so. All awards are paid net of VAT (if applicants are VAT registered), which will not be eligible as part of the grant award. We will consider in-kind contributions and more information on this is included [here](#).

All payments are made by Faster Payments only (although a cheque can be issued by exception).

5. Open Access

Where possible we wish to support open access to the results of projects and research that we support. We realise that there is a cost attached to securing open access rights and are willing to consider this cost as an eligible item of expenditure to which our intervention rates would apply.

6. Full Application and Concept Notes

Full applications are required for all project proposals. The General Assistance Application Form applies unless you are applying under one of our targeted schemes. In advance of submitting an application, applicants are encouraged to discuss their project ideas with the Director and where possible to submit a Concept Note which will be considered by the Trust's Project and Research Committee at one of their meetings – feedback will be provided to the applicant. Full application and concept notes must be submitted using the Trust's forms. Applications with a value of £5,000 or more must include a CV for the main applicant.

7. Project Assessment

Each project is assessed by a sub-committee of Trustees (The Project and Research Committee). Further details are available on our website. Applications are reviewed and scored to ensure there is relevance to the Trust's aims and objective, the proposal represents good value for money (with match funding in place) and importantly, has a strong project rationale and method description with clear evidence of prior experience, collaboration with others and shows an appropriate dissemination plan.

8. Appeals

More information on our appeals policy is available on our website via this [link](#).

9. After approval

Full information is contained [here](#). You will be sent a contract which will require to be signed in advance of commencement. We will require to see evidence that your project is fully funded before you start and before you seek a payment from the Trust. Please note all claims are paid either annually for multi-year projects or at the end of a project – payments are only made in advance in exceptional circumstances.